



## Legislation Details (With Text)

**File #:** 22-1323      **Version:** 1

**Type:** Agenda Item      **Status:** Approved

**File created:** 7/14/2022      **In control:** Board of Supervisors

**On agenda:** 1/3/2023      **Final action:** 1/3/2023

**Title:** Planning and Building Department recommending the Board consider the following:  
 1) Approve and authorize the Chair to sign Amendment 1 to Agreement 6224 with CentralSquare Technologies (CentralSquare) for ongoing services for maintenance and operations of the County's TRAKiT software program for electronic permitting, increasing the not-to-exceed amount from \$576,779.77 to \$588,252.22 to allow for additional data extraction and backup reporting, with no changes to the term of the Agreement; and  
 2) Authorize the Purchasing Agent, or designee, to execute any further documents determined necessary related to Agreement 6224, including amendments which do not increase not-to-exceed amount or term of the Agreement, contingent upon approval by County Counsel and Risk Management.

**FUNDING:** General Fund / Technology Permit Fees.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Approved Contract Routing Sheet, 2. B - CentralSquare Agreement 6224 - FE, 3. C - CentralSquare Amendment I - PE, 4. Executed CentralSquare Amendment I

Date	Ver.	Action By	Action	Result
1/3/2023	1	Board of Supervisors	Approved	Pass

Planning and Building Department recommending the Board consider the following:  
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### DISCUSSION / BACKGROUND

On February 23, 2016 (File No. 16-0142, V1, Item No. 41), the Board awarded Request for Proposal 16-208-019 for the provision of planning, permitting, and parcel management software to SunGard Public Sector, Inc. (SunGard) and authorized the Community Development Agency to negotiate an agreement for the implementation and maintenance of the TRAKiT software program (TRAKiT). TRAKiT allows for the processing and issuance of online building permits, the utilization of electronic field devices by inspectors, electronic submittal of records, plan checking, and processing of building and civil improvement plans. Following negotiations with SunGard, the Board approved Agreement

472-S1611 on January 3, 2017 (File No. 16-0142, V2, Item No. 28) for the installation, integration, training, and maintenance of TRAKiT.

On June 6, 2017 (Item No. 16-0142, V3, Item No. 59), the Board approved Amendment I to Agreement 472-S1611, which assigned and delegated the Agreement to Superior, LLC following their acquisition of SunGard, with no changes to the scope, rates, not-to-exceed amount, or term of the Agreement.

On September 25, 2020, the Planning and Building Department (Department) and Information Technologies Department executed Amendment II to Agreement 888 (formerly Agreement 472-S1611), which assigned the Agreement to CentralSquare following notification of a merger, and also included other minor administrative changes, with no change to the scope, rates, not-to-exceed amount, or term of the Agreement.

On December 14, 2021 (File No. 21-1842, Item No. 16), the Board approved Amendment III to Agreement 5218 (formerly Agreement 888) with CentralSquare to extend the term of the Agreement an additional six (6) months to complete the implementation component of TRAKiT. As the implementation component of TRAKiT was nearing completion, it was determined that the ongoing maintenance and operations of TRAKiT would be better suited under a separate agreement and be administered by the Department. As such, no additional services were added under Amendment III.

On February 22, 2022 (File No. 21-1864, Item No. 25), the Board approved Agreement 6224 with CentralSquare to provide the ongoing maintenance and operations services for TRAKiT, with a retroactive term of January 3, 2022 through January 2, 2027.

Prior to the Board's approval of Agreement 6224 above, it was determined that the additional data extraction and reporting functions would be beneficial and increase the County's efficiency and use of TRAKiT; however, there was not sufficient time to add that component to Agreement 6224 and a future amendment would be necessary to add said services.

This proposed Amendment 1 increases the compensation amount by \$11,472.45, for a total not-to-exceed amount of \$588,252.22 and incorporates the data extraction and additional reporting functions that staff and CentralSquare have been working on finalizing.

In addition to the changes noted above, other minor administrative changes to various sections were determined necessary and made throughout the Agreement. These changes included: updating Section 3, Fees and adding Exhibit 1-A, Amended Project Cost Summary, updating Section 4.14, "Maintenance" and Section 4.21, "Software" and adding Exhibit 2-A, Amended Maintenance and Support Standards, and updating Section 27, Order of Precedence, to reflect the addition of Exhibit 1 -A, Amended Project Cost Summary, and Exhibit 2-A, Amended Maintenance and Support Standards.

## **ALTERNATIVES**

The Board may choose not to approve the proposed Amendment. While there would not be any impacts to the current level of maintenance and operations services provided under this Agreement, staff would not be able to increase efficiencies using TRAKiT with the additional data extraction and reporting functions.

## **PRIOR BOARD ACTION**

See Discussion/Background above.

#### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

County Counsel and Risk Management have approved the proposed Amendment.  
Information Technologies

#### **CAO RECOMMENDATION / COMMENTS**

Approve as recommended.

#### **FINANCIAL IMPACT**

There is no change to Net County Cost associated with this item. With recent increases to permitting activity in the County, the Department anticipates sufficient revenue through Technology Fees collected with the Department's Permit Fees to cover the additional costs for these services. Funding to cover the annual costs beyond Fiscal Year 2022-23 will be included in subsequent year's budgets accordingly.

#### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

- 1) The Clerk of the Board will obtain the Chair's signature on two (2) original copies of the Amendment; and
- 2) The Clerk of the Board will forward one (1) fully-executed original Amendment to the Chief Administrative Office, Procurement and Contracts Division, for further processing.

#### **STRATEGIC PLAN COMPONENT**

Good Governance - The addition of the data extraction and reporting functions will allow for the continued and most efficient use of the TRAKiT software program, thereby maximizing systems that improve system-wide process, data sharing, and departmental collaboration.

#### **CONTACT**

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Planning and Building Department